



**DIVERSIFIED**  
**PROJECT MANAGEMENT**



**REQUEST FOR PROPOSALS**

**FOR**

**FACILITIES CONDITIONS ASSESSMENT SERVICES**

**FOR**

**Town of Newtown, CT**

**January 30, 2015**

## **I. PROJECT / TEAM OVERVIEW**

### **A. Project Description**

As part of the development of a Municipal Buildings Strategic Plan, the Town of Newtown has charged an Advisory Committee with the oversight of a comprehensive Facilities Conditions Assessment of Town-owned building. The purpose of the assessment analysis is to provide up-to-date information to the committee for their use in making recommendations to the Board of Selectman regarding future re-use, renovation and/or possible disposition of municipal properties.

Facilities Conditions Assessments will involve the documentation and evaluation of the physical conditions of structures and their major building systems with associated cost estimates and timelines for implementation of improvements. Space Needs Assessments will also be conducted under separate contract for various Town departments and/or functions in order to fully evaluate possible future uses for each building.

The initial scope of the Facilities Conditions Assessments will include three stages: 1) assembly of existing data on all Town-owned buildings, 2) a statistically generated model of the expected life-cycle of buildings and their major systems with expected renewal costs based on industry bench-marking, and 3) on-site physical assessment of three targeted buildings: Town Hall South, located at 3 Main Street; the Hook and Ladder Volunteer Fire Company Fire Station, 45 Main Street; and the Multi-Purpose Building, 14 Riverside Road, currently housing the Senior Center and the Children's Adventure Center.

### **B. Client Description**

The Town of Newtown was established in 1711 and is located in Fairfield County, southwestern Connecticut, about sixty miles from New York City. It covers 38,644 acres or 60.38 square miles, making it the fifth largest town, area-wise, in the state.

The Town operates under a Charter adopted in 1961 and most recently revised in 2008. The Charter retains a limited Town Meeting form of government with an elected Board of Selectmen (3) supervising the administration of Town affairs, a First Selectman acting as the town's Chief Executive and Administrative Officer, and a twelve member Legislative Council acting as the legislative body, with the exception of those items specifically enumerated on which the Town Meeting is authorized to act. Financial matters are supervised by a Board of Finance (6) and an appointed Finance Director.

A 10 member Advisory Committee has been established to evaluate facilities' conditions and the current/future space needs of the Town and to develop a strategic plan to guide Town decisions as regards municipal buildings. Members of the Advisory Committee include volunteer representatives of various elected and appointed boards and commissions, the Board of Education and interested citizens.

### **C. DPM Role**

Diversified Project Management Inc. (DPM) is the Owner's Program Manager working directly for the Town of Newtown and the Advisory Committee. DPM will facilitate and administer the work of the Advisory Committee, including the selection of additional consultants, and will guide the Committee in the development of the Strategic Plan.

## **D. Team Members**

Concurrent with this RFP, the Town of Newtown is also issuing an RFP for a consultant to develop a Space Needs Assessment for Town departments, commissions and/or other Town functions. In conjunction with the Facilities Conditions Assessments, the Town will also retain a commercial real estate consultant to advise on the valuation and sales potential of targeted properties. The work of all consultants will be incorporated into the eventual Municipal Buildings Strategic Plan.

# **II. SCOPE OF WORK**

## **A. Overview**

The Facilities Conditions Assessment will include occupied Town-owned buildings as listed on the attached spreadsheet. All listed Town-owned buildings will be included in stage one, **Audit**. This initial portion of the work will involve the gathering of historical data, maintenance records and industry standards for asset repair/replacement and the development of a computer model to forecast future needs.

Stage two, **Facilities Inspections**, will focus on three targeted buildings: Town Hall South, located at 3 Main Street; the Hook and Ladder Volunteer Fire Company Fire Station, 45 Main Street; and the Multi-Purpose Building, 14 Riverside Road, currently housing the Senior Center and the Children's Adventure Center. These properties will require an on-site comprehensive inspection including all building system components for evidence of deferred maintenance, deterioration, structural failure, probable useful life, need for repair and maintenance, need for replacement and associated replacement costs.

Stage three, **Facilities Evaluations and Report**, will conclude with the presentation of a report compiling all facilities' condition information and the development of recommendations, budgets and timelines for implementation.

## **B. Audit**

The initial audit will incorporate existing documentation available from records at the Department of Public Works and from individual building managers, as available. This documentation will include maintenance records and replacement records to ascertain age and expected condition of major systems to supplement the physical inspection process.

1. Meet with the Program Manager and Director of Public Works to obtain existing information pertaining to history, maintenance, uses and all issues relating to the current condition of all facilities.
2. Collect data from the facility maintenance staff.
3. Review previous building assessment studies and reports.
4. Tabulate all data in a computer model and produce statistically-generated analyses of life-cycle projections and replacement/upgrade schedules. Include bench-marked costs using current industry standards of comparable building uses and structure types.

### **C. Facilities Inspections**

An analysis of each of the three targeted buildings is required in order to evaluate the current physical condition.

1. Evaluate the existing construction, structural and major systems with an analysis focusing on both current use of the building and potential future uses.
2. Identify deficient conditions in terms of deferred maintenance, capital renewal and building and life safety code compliance issues
3. The facilities conditions survey should focus on the following property elements:
  - a. Exterior Systems – roofs, walls, window systems, doors
  - b. Interior Construction – walls, doors, flooring, visible structural components
  - c. Interior Finishes – floors, ceilings wall finishes
  - d. Health/Fire/Life Safety systems
  - e. Accessibility and ADA requirements
  - f. Heating, Ventilation and Air Conditioning equipment and systems
  - g. Plumbing systems and restroom facilities
  - h. Electrical system and service distribution
  - i. Fire suppression systems
  - j. Special Electrical Systems – Fire Alarm systems, Emergency Power, Telecommunications
  - k. Site Utilities
  - l. Exterior Site – driveways, curbing, hard top areas, landscaping
4. Evaluate all major building systems and rate based on overall integrity, probable useful life and need of replacement. Systems and equipment shall be rated using evaluation criteria that includes present overall condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, spare capacity, availability of spare parts.
5. In addition to observed facilities deficiency conditions, existing Owner-supplied facility data should be reviewed for incorporation into the analysis, including past facilities assessments

### **D. Facilities Evaluations**

Documentation for all buildings and the results of stages **B.** and **C.** above, shall be incorporated into the final report.

1. Tabulate the properties and develop a format for standard documentation of all major systems and building components
2. Incorporate both observed conditions and owner-supplied data
3. Identify deficient conditions and propose recommendations for upgrades, renovations, replacements for all systems identified as deficient or needing improvement
4. Categorize and prioritize all proposed improvements based on a timeline for implementation
5. Develop cost estimates and capital budgets for each recommendation
6. Identify any legal status, easements, conditions on change-of-use, etc. that may restrict ability to remedy deficiencies
7. Develop a written narrative report to include all of the above analyses, including an executive summary of assessment process, findings and recommendations

The report should also identify ongoing maintenance policies and procedures which could be adjusted and implemented to avoid or reduce current or future capital costs

#### **D. Meetings and Presentations**

In addition to all onsite inspections and information gathering, the consultant must make key personnel available for periodic presentations to the Municipal Building Strategic Plan Advisory Committee and other boards as requested. Regular meetings with the Program Manager should be anticipated.

#### **E. Project Schedule**

A preliminary draft of the Municipal Buildings Strategic Plan is anticipated to be presented to the Board of Selectmen in the Fall of 2015, according to the following timeline:

- RFP Release – January 30, 2015
- Facilities Conditions Assessment Proposals Due – February 18, 2015
- Tentative Schedule of Interviews – March 2 - 6, 2015
- Municipal Review and Approvals – March 9 - 26, 2015
- Contract Execution – April 3, 2015
- Facilities Conditions Assessment Work – April 2015
- FCA Consultant Report Expected – May 2015
- Advisory Committee Work – June thru August 2015

### **III. GENERAL PROVISIONS**

#### **A. Proposal Due Date**

All proposals shall be due by **12pm on Wednesday, February 18, 2015**. Submission envelopes must be clearly marked with the RFP name, "Newtown Municipal Buildings - Facilities Conditions Assessments". Submit three (3) hard copies of the qualifications and fee proposal package to:

**Newtown Municipal Center  
3 Primrose Street  
Newtown, Connecticut 06470  
Attn: Mr. Robert Tait, Director of Finance Town of Newtown**

One (1) copy of the qualifications package must be submitted electronically to Diversified Project Management Inc. at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com) by the end of day February 18, 2015.

#### **B. Pre-Submission Informational Meeting**

No formal pre-submission meeting will be held and no interior access to buildings will be available to prospective consultants

#### **C. Selection Date**

At the Advisory Committee's discretion, after evaluating the qualifications and fee proposal packages, a short-list of candidates may be assembled and interviews may be conducted in early March, 2015. FCA consultant selection is anticipated by late March, 2015 after review and approval of the committee's recommendations by the Board of Selectmen.

#### **D. Submission Modification**

Modification of qualifications packages and proposals will be considered only if notice is given in writing prior to the time stated for submittal of proposals.

#### **E. Legal Entity**

The lead firm making submission under this Request for Proposals shall be the actual legal entity submitting the qualifications. For team/partnering submissions, all team members must be authorized to conduct business in the State of Connecticut, as evidenced by the records of the Connecticut Secretary of State and must be licensed to perform the professional services, or have employees that are licensed to perform the professional services, in the particular category as required under the laws of the State of Connecticut.

#### **F. Insurance**

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insureds. Insurance limits shall be no less than the following:

Workers Compensation and Employers' Liability	<i>\$500,000 each accident \$500,000 each employee disease \$1,000,000 limit for disease</i>
Commercial General Liability (occurrence basis)	<i>\$1,000,000 bodily injury/prop damage \$1,000,000 personal &amp; advertising injury \$2,000,000 products comp/ops aggregate \$2,000,000 general aggregate</i>
Automobile Liability	<i>\$1,000,000 comb single limit ea accident</i>
Professional Liability (if applicable)	<i>\$1,000,000 each occurrence \$2,000,000 aggregate</i>

#### **G. Questions**

Questions should be directed to DPM no later than 5 days prior to the proposal due date (February 12, 2015). Questions should be submitted to Geralyn Hoerauf, Senior Project Manager at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com). All questions will be answered via email and forwarded to all registered recipients of the RFP. No phone calls will be accepted at any Town of Newtown offices or by any person involved in the project or selection process other than DPM.

#### **H. Confidentiality**

All information contained herein is confidential and shall be treated as such. Financial information that may be disclosed to the bidders during the RFP process must continue to be kept confidential even after the selection of a consultant team.

#### **I. Governing Law**

The contract shall be governed by the laws of the State of Connecticut.

## **J. Contract & Billing**

The contract will be entered into directly between the Town of Newtown and the selected consultant firm. The consultant firm will be expected to propose a form of contract and make such contract available for review and modification by the Town of Newtown by mid-March.

Billing will be directly to the Town of Newtown Finance Department. Copies of all invoices must also be forwarded to DPM for review and approval. Failure to submit invoices to DPM may result in a delay in payment.

## **K. DPM Relationship**

The Town of Newtown has contracted with DPM as the Owner's Program Manager for this project. The selected consultant will indemnify and cooperate with DPM for the duration of this project. The consultant's insurance carrier will be asked to name both the town of Newtown and DPM as additional insureds.

# **IV. SUBMISSION CRITERIA**

The submission is to be organized and submitted in the following sequence. Each qualification package component must comply with the length/quantity specified below; lengthy submissions will not be reviewed or considered.

## **A. Qualifications Submission:**

1. Cover Letter providing an overview of the consultant firm's qualifications for this project. Any team structure or partnering should be fully detailed and the individual roles of each firm described (maximum of 2 pages). The letter may be addressed to Jay Maher, Chair, Municipal Buildings Strategic Plan Advisory Committee, Town of Newtown
2. History of the firm including resumes of key personnel to be assigned to the project; include information as to firm size and organization, length of time the firm has been engaged in facility assessment work, and any value added services offered
3. Examples of similar FCA projects successfully completed within the past 5 years for municipal clients. Please indicate:
  - a. Year completed
  - b. Number and type of properties included in assessment, including square footages
  - c. Reference contact name, physical address, email address and phone number
4. Demonstrated ability to provide accurate conditions assessments within given timelines
5. Description of applicant's methodology for Quality Assurance and Quality Control processes
6. Applicant's current insurance certificate noting professional liability, workers comp, general insurance, automobile, umbrella coverage, etc.
7. Description of any pending litigation or legal actions, including matters in State and Federal courts and in arbitration

## **B. Fee Proposal**

1. Provide a Fee Proposal as a lump sum for Facilities Conditions Assessment services with the following detail and break-down:
  - a. Audit: database development with existing information and life-cycle modeling
  - b. Facilities Inspections: three initial targeted buildings

- c. Evaluation and Report: analyses, recommendations, implementation schedules, and cost estimates for all buildings
2. Provide a method for determining additional fees for Facilities Inspections that may be added at a future date
3. Provide a chart of hourly rates for key personnel categories
4. List anticipated reimbursable expenses with associated costs

**C. Notice of Intent to Respond to RFP**

All firms downloading the RFP electronically must notify DPM by email at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com).

All subsequent RFP amendments and all responses to questions and clarifications will be transmitted to prospective firms electronically. It is the responsibility of the submitting firm to confirm that they have the latest and complete RFP requirements prior to proposal submission.

**V. ATTACHMENTS**

The following document is an integral part of the RFQ:

1. List of buildings to be evaluated under this Facilities Conditions Assessment scope of work



## Town of Newtown

### Tabulation of Town-Owned Buildings

January 23, 2015

Building	Address	Departments	Year Built	Building Square Footage	Parking
Town Hall South	3 Main Street	Emergency Communications Center	1950	18,528	53
		Police Dept			
		Parks & Recreation			
		Social Services Dept			
Multipurpose Building	14 Riverside Road	Senior Center	1978	9650	36
		Children's Adventure Center			
Edmond Town Hall	45 Main Street		1929	27,041	
Hook & Ladder Hqtrs	45 Main Street	Newtown Hook & Ladder Co. #1	1931	6227	+
Newtown Meeting House	31 Main Street		1792	3032	
C.H. Booth Library	25 Main Street		1931	30,125	
Municipal Center	3 Primrose Street	Assessor's Office	2008	38,614	
		Building Dept			
		Economic & Community Development Office			
		Emergency Management			
		Fire Marshall			
		Finance Dept			
		First Selectman			
		Techology & GIS			
		Health District			
		Human Resources			
		Land Use Agency			
		Purchasing Dept			
		Registrar of Voters			
		Tax Collector			
		Town Clerk			
The Garage	53A Church Hill Road	Teen Center	1945	3590	
Public Works	4 Turkey Hill Road	Public Works Dept		270,000	
		Highway Dept		50,000	
		Accessory Bldgs		50,000	
Animal Care & Control Center of N	21 Old Farms Road	Animal Control Division	2012	3600	
GE Community Center			2016	30,000	